

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF A)	ADMINISTRATIVE
ORDER)	
BOMB THREAT POLICY for)	NO. 93-017
THE SOUTHEAST FACILITY,)	
ADULT COURT)	
_____)	

BOMB THREAT

Policy

The Southeast Court building received a false bomb threat in 1992. There may be additional threats in the future. In order to protect the judges, their staffs, court and building employees and the public, this policy was implemented.

The safety of persons in the building is imperative. In the event of a bomb threat, each judge or supervisor must make an individual determination whether to leave the building in the absence of a determination by building management, in conjunction with security, that there should be an immediate evacuation. If such a decision is made the judge or supervisor should notify Court Administration.

Bomb threats can be delivered telephonically, by letter, by hand-delivered notes or in person. Although bomb threats are, historically, false, it is important that threats be treated seriously and handled as outlined below.

Procedures

THREAT BY TELEPHONE

- * For purpose of instruction, the person making the bomb threat will be referred to as the "Caller."
- 1. Any person receiving a bomb threat shall try to keep the "Caller" on the line as long as possible, and obtain the information outlined on the "Bomb Threat Call" card that should be next to or under the telephone unit. A copy is attached hereto.

2. The person receiving the call should endeavor to get all the information about the "Caller" and "bomb" written down as soon as possible during the call or immediately after the call and notify the supervisor or department head. This information will allow the building management to determine whether to evacuate the building.

A decision will be made at the time of the threat based on the contents of the threat and management's review of the details recorded by the person receiving the call.

3. If the caller indicates the time to detonation is 15 minutes or less, there will be a building evacuation. It will be handled like a fire drill.
4. IF the caller indicates the time to detonation is more than 15 minutes, then:
 - a. Do not touch anything; leave all electrical switches, furniture and equipment alone.
 - b. Employees will immediately check their work areas for items which do not belong there and are suspected to contain or be a bomb. This will narrow the scope of a more thorough search by management.
 - c. If an actual or suspected explosive device is found, notify on-scene law enforcement officers immediately of the location, size and shape, and overall description of the device.

Room Search

1. The department should be searched by a team of two people who visually sweep the room in areas and at selected search heights.
2. Start from the bottom and work up. (Floor-to-hip height; hip-to-head height, head-to-ceiling height, etc.)
3. Start back-to-back and work toward each other.
4. Go around the walls, then into the center of the room.
5. Check public areas (restrooms, halls, stairs, etc.) for items such as lunch bags or boxes, other various containers with bulges or excessive tape, or wires or strange extensions from the object.

NOTE: It is imperative that personnel involved in the search be instructed that their mission is only to search for and report suspicious objects, **NOT TO MOVE, JAR OR TOUCH** the object or anything attached thereto. The removal/disarming of a bomb must be left to the professionals in explosives ordinance disposal. Remember that bombs and explosives are made to explode, and there are no absolutely safe methods of handling them.

THREAT BY LETTER OR IN PERSON

Any threat by letter should be delivered to the Sheriff's Office for proper handling and disposition.

Any threat made in person should be handled in a similar manner as that of a telephone threat, and notify the Sheriff of the person's presence. Get as much information as possible about the person and any vehicle involved, if applicable.

LETTER AND PARCEL BOMBS

In the event that you receive a suspected letter or parcel bomb:

- a. If you have a suspicious-looking package:

DO NOT TRY TO OPEN IT.

ISOLATE IT AND EVACUATE THE AREA.

NOTIFY LOCAL AUTHORITIES AND AWAIT THEIR ARRIVAL.

Mail handlers should be alert to recognize suspicious-looking items. Mail should be separated in "personal" and "business" categories. Although there is no approved standards detection method, the following precautions are suggested:

- a. Look at sender's address. Is it familiar?
- b. Is correspondence from the sender expected? Do the characteristics of the envelope or package resemble the expected?

The following telephone numbers should be called in the event of a bomb threat:

County Security	x-2820
Court Security	x-2085

DATED this 18th day of February, 1993.

JUDGE MAURICE PORTLEY
Presiding Judge - SE